

CLASSIFIED SUBSTITUTE HANDBOOK



DEER VALLEY
Unified School District

DVUSD Mission Statement

The Deer Valley Unified School mission is to provide extraordinary educational opportunities to every learner.



DISTRICT INFORMATION

Deer Valley Unified School District
20402 N 15th Ave
Phoenix, AZ 85027

Main: 623-445-5000
FAX: 623-445-5082
Hours: 8:00am – 4:30pm
www.dvusd.org

General Information/Receptionists

623-445-5000

Substitute Information

Kristi.Bushnell@dvusd.org

Kristi Bushnell
HR Manager

623-445-5064

Sara Stevens
Substitute Specialist
Hours: 7:00am – 3:30pm

Sara.Stevens@dvusd.org

623-445-5061

Payroll

Payroll Specialist

623-445-5034

Dear Classified Substitute,

You are appreciated and valued...

Welcome to Deer Valley Unified School District. Our district serves students who live in and near our 367 square mile boundary, located in Phoenix, Glendale, Peoria, Anthem, New River, Cave Creek and unincorporated areas of Maricopa County. We have sixteen (16) K-6 Elementary Schools, fifteen (15) K-8 Schools, three (3) Middle Schools, five (5) High Schools, one (1) K-12 Online Academy, one (1) Pathways Program for afterschool learning and one (1) Alternative Campus. We also have thirty-seven (37) Preschools.

Your services are valued and your job is to ensure that the continuity of quality education happens for our students. As a classified employee, there are district policies and procedures that you need to be aware of that apply to each assignment you perform for the district.

Substitute employees replace regular employees who may be away from their job due to various legitimate reasons. Substitutes may also serve in a vacant position until filled.

Please review this handbook carefully, as it will help you be successful in your role with our district.

CORE VALUES

Respect: We treat each other with dignity.

Accountability: We fulfill our commitments.

Integrity: We are honest and ethical.

Student Driven: We put students first.

Excellence: We strive to be extraordinary.



Deer Valley Unified School District uses Frontline Education Absence Management system. You can access their web address 24 hours a day at app.frontlineeducation.com or by Phone 1-800-942-3767. PLEASE NOTE THAT FRONTLINE HAS AN 800 NUMBER.

UNDERSTANDING CALL PERIODS: When Will Frontline Call Substitutes?

Frontline places calls in the mornings and evenings Sunday through Thursday. On Friday, Frontline places calls in the morning for that day’s absences but will not call out in the evening. On Saturday; Frontline does not place any phone calls. On Sunday, Frontline calls only in the evening for Monday morning absences. The system will not leave a message and if you miss a call you will be unable to retrieve it.

Morning and Evening Call Periods:

Morning Call Period 5:30 am – 12:00 Noon

Evening Call Period 5:00 pm – 10:00 pm

Frontline splits each day into two call periods: the Morning Call Period and the Evening Call Period. During the Morning Call Period, Frontline will only call substitutes regarding same day jobs. During the Evening Call Period, Frontline will call Substitutes regarding jobs beginning in the next two days.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holidays
Morning	Sunday none	Monday only	Tuesday only	Wednesday only	Thursday only	Friday only	Saturday none	Holiday none
Evening	Call for Monday & Tuesday jobs only	Call for Tuesday & Wednesday jobs only	Call for Wednesday & Thursday jobs only	Call for Thursday & Friday jobs only	Call for Friday jobs only	None	None	5:00 - 10:00

Do not rely on the automated system to notify you when a job has been canceled. Review your assigned job information prior to leaving for the school site to verify that the job is still assigned to you and has not been canceled.

Canceling your job. Canceling a job within 24 hours, will block you from accepting another job for that day. It is your responsibility to cancel an assignment in Frontline as soon as possible. Leaving a message is NOT considered canceling the job assignment. **Excessive cancellations are cause for removal from the substitute system for DVUSD.**

Report to your assignment at least 20 minutes prior to the start time of the job. This allows you the time to familiarize yourself with your assignment and plans for that day.

HOURLY PAY FOR CLASSIFIED SUBSTITUTE POSITIONS:

Classified substitutes are paid the beginning rate of pay for the position they are subbing in. Salary schedules are listed online at www.dvusd.org. Click on Departments; Human Resources; Salary Ranges to view the current hourly rates.

KRONOS TIMEKEEPER:

Temporary employees will use the Kronos Timekeeper to keep track of their hours. It is the employee's responsibility to ensure accurate reporting by swiping in/out using the timekeeper and submitting errors to the school or department secretary in a timely manner and within the correct pay period. Failure to comply may result in delaying pay until the next payroll.

SICK LEAVE:

All classified substitutes will be credited with sick leave benefits which will be at the rate of one (1) hour per 30 hours worked with a limit of no more than 40 hours earned per fiscal year. Please contact your Payroll Specialist with questions 623-445-5025.

EXPECTATIONS AND RESPONSIBILITIES:

Upon your arrival:

- Check in with the secretary or supervisor. You will need to swipe in at the Kronos machine. When leaving check back in with the secretary or supervisor and swipe out at the Kronos machine. Let the secretary know of any concerns you may have had for the day.

Staff Dress Code:

- As a substitute, you are expected to dress professionally. Clothing is to be clean, modest and safe. Check with the school/department if you have any concerns about dress.

Working with Students:

- **If a position requires you to work with students, they should be under the supervision of a certificated staff member.** A student should **never** be left unattended. If any emergency arises, ask for assistance from a teacher, staff member or the front office.

Restroom Policy:

- Each campus has a staff/adult restroom. Temporary employees should **never** use the student restrooms. Please check with the front office for the closest staff/adult restroom.

Bullying Information:

- An Arizona law requires that each school site have an educational and prevention program in place in regards to bullying. All staff including temporary employees are responsible to report any incident. If an incident occurs, inform the administration and complete any required forms that are given to you, and submit to the administration before you leave.

Corporal punishment will not be used at Deer Valley Unified School District.

- Discipline problems are less likely to surface if the students are kept busy and if you are well prepared. The principal/assistant principal is available as a resource to you if needed in case of serious discipline problems arising. ***Do not use any physical force.*** At no time are you to touch a student in any way or administer corporal punishment.

Profane Language:

- Profane language is never tolerated in the Deer Valley Unified School District. This includes addressing students or staff as being idiots, morons, stupid, or telling them to shut up.

Medication:

- If working at a school site, all personal medication must be reported to and stored in the school nurse's office. Even Aspirin or Ibuprofen. A substitute should **never** administer medication of any type to a student.

Confidentiality:

- Please be aware information pertaining to students with special needs and 504 plans is to remain confidential. It is our policy that all information considered confidential will not be disclosed to external parties, or to employees, except on a need to know basis. If you are uncertain or have questions, please check with the school principal, department supervisor or a qualified staff member.

Releasing Students:

- Under no circumstances should a student be released without permission of the principal or teacher. If any person outside of school staff seeks information about students, or requests permission to take a student, refer that person directly to the school office. The principal/designee will determine whether the student should be excused and will notify you of the decision.

Professional Conduct:

- You are a guest on campus and a role model for students. Your dress and behavior should reflect an appropriate professional image.
- Stay positive. Be respectful of all staff members, students and parents. Your attitude will set the tone for the day.
- Smoking is prohibited. All Deer Valley Unified School District buildings, grounds and vehicles are mandated to be smoke free.
- **Cell Phones are not to be used during instructional time for any assignment that you have accepted.**
- Complaints, suggestions or concerns should be discussed with the School Secretary, Principal, Substitute Specialist and/or the Human Resources Manager.
- Sex, Politics and/or Religion: Your personal opinions on sex, politics or religion are not to be voiced on campus. Please refrain from any conversation, comments or debates.
- Do not take pictures of students.
- Keep the District informed of any changes. Change of Address forms are available at the District Office.
- If you are injured while on duty you must notify your supervisor immediately.

INCIDENT REPORTS:

Incident reports will be completed at the school level. The school will do their best to contact the substitute, to discuss the incident report. The school principal may decide to remove the substitute if he/she feels the substitute is not a good fit for their school. All incident reports must be sent to the Substitute Specialist.

Some incident reports will require the substitute to report to the district office, to discuss the incident with the HR Manager and Substitute Specialist.

If Human Resources receives 3 incident reports, **the substitute may be terminated** from DVUSD. If an incident was deemed egregious, a substitute could be terminated for the first offense. A written letter of termination will be mailed to the substitute's home address.

SUBSTITUTE EMPLOYMENT:

Employment of any individual is solely at the discretion of the District. The individual has no right to notice of hearing in connection with the District's decision not to call, or to no longer use the individual as a substitute

A Substitute is not a permanent position with a set schedule. Substitutes are "at will" employees and their assignments are based on the needs of the district and **not guaranteed**. The school district is not under obligation to guarantee any job assignments to a substitute.

If you have verbally accepted a job, you must log-in to Frontline and verify that it has been entered in the system. It is your responsibility, as a substitute, to verify jobs before arriving at the campus. If the absence is not placed properly and another substitute accepts the job, the substitute in the system is the only one authorized to stay and work the assignment and be paid for the assignment.

If you have been mistakenly assigned to a job where a substitute is not needed or required, we will make every effort to assign you to an equivalent assignment for that day.

ACCIDENT INCIDENT REPORTS:

An employee, substitute, temporary hire or student who is injured during their work/school day is required to report the accident to the building principal or department supervisor adequately and promptly. If there are injuries or property damage, prompt reports are vital in assuring the district of insurance coverage. Reports will be filed promptly on accidents that take place on district property, or that involve district vehicles, students, substitutes or staff members on school-sponsored trips, including staff members on authorized school business trips.

The reports are required regardless of whether there are any immediate injuries, or damage to property. When a temporary employee or substitute is injured at work, it is critical that the company nurse is called in order to document the injury and get additional direction regarding health care. Without this call, work place injury claims may not be processed.

Workers' Compensation Injury Reporting Procedures

If a substitute or employee is injured on the job while working within his/her job description and work hours please follow the steps below:

- Substitute notifies immediate supervisor, or school nurse of injury.
- Substitute must call Company Nurse on Call to report injury (1-800-854-6877).
- Company Nurse will take information and recommend level of treatment necessary (first aid or medical).
- Substitute should follow first aid advice, or seek appropriate medical treatment.
- If medical treatment is necessary, the substitute must go to Banner or MBI Occupational Health Care.
- In case of a life-threatening emergency, employee may go to Emergency Room.
- If an employee calls 911 and goes to the Emergency Room, he/she must call Company Nurse on Call immediately following treatment (1-877-854-6877). If the employee is unavailable supervisor is to contact CNOC.

Student Injury/Incident Reporting Procedures:

- When a student sustains an injury which requires immediate medical attention or causes the student to miss greater than one-half day of school for home treatment or further evaluation, an incident report will be completed.

RENEWING FOR THE NEXT SCHOOL YEAR:

Substitutes hired in DVUSD must fulfill the required 10 days substituting if they wish to continue the following year. Check Web Alerts on Frontline Absence Management for renewal dates.

The district will post a Web Alert on Frontline Absence Management System with information on how to renew your badge with DVUSD. It is **YOUR** responsibility to come into the District Office to renew your badge and complete your returning paperwork. **Failure to do so will serve as notification to DVUSD that you no longer wish to continue as a substitute.**